

OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

**ORDER SUSPENDING CERTAIN PROVISIONS
OF THE OPEN MEETING LAW, G. L. c. 30A, § 20**

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus ("COVID-19"); and

WHEREAS, many important functions of State and Local Government are executed by "public bodies," as that term is defined in G. L. c. 30A, § 18, in meetings that are open to the public, consistent with the requirements of law and sound public policy and in order to ensure active public engagement with, contribution to, and oversight of the functions of government; and

WHEREAS, both the Federal Centers for Disease Control and Prevention ("CDC") and the Massachusetts Department of Public Health ("DPH") have advised residents to take extra measures to put distance between themselves and other people to further reduce the risk of being exposed to COVID-19. Additionally, the CDC and DPH have advised high-risk individuals, including people over the age of 60, anyone with underlying health conditions or a weakened immune system, and pregnant women, to avoid large gatherings.

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise authority over public assemblages as necessary to protect the health and safety of persons; and

WHEREAS, low-cost telephone, social media, and other internet-based technologies are currently available that will permit the convening of a public body through virtual means and allow real-time public access to the activities of the public body; and

WHEREAS section 20 of chapter 30A and implementing regulations issued by the Attorney General currently authorize remote participation by members of a public body, subject to certain limitations;

NOW THEREFORE, I hereby order the following:

(1) A public body, as defined in section 18 of chapter 30A of the General Laws, is hereby relieved from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body for interested members of the public through adequate, alternative means.

Adequate, alternative means of public access shall mean measures that provide transparency and permit timely and effective public access to the deliberations of the public body. Such means may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body while those activities are occurring. Where allowance for active, real-time participation by members of the public is a specific requirement of a general or special law or regulation, or a local ordinance or by-law, pursuant to which the proceeding is conducted, any alternative means of public access must provide for such participation.

A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide alternative means of public access that will enable the public to follow the proceedings of the municipal public body as those activities are occurring in real time may instead post on its municipal website a full and complete transcript, recording, or other comprehensive record of the proceedings as soon as practicable upon conclusion of the proceedings. This paragraph shall not apply to proceedings that are conducted pursuant to a general or special law or regulation, or a local ordinance or by-law, that requires allowance for active participation by members of the public.

A public body must offer its selected alternative means of access to its proceedings without subscription, toll, or similar charge to the public.

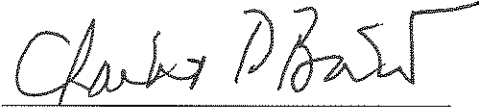
(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, § 20(d) and in 940 CMR 29.10(4)(b), is hereby suspended.

(3) A public body that elects to conduct its proceedings under the relief provided in sections (1) or (2) above shall ensure that any party entitled or required to appear before it shall be able to do so through remote means, as if the party were a member of the public body and participating remotely as provided in section (2).

(4) All other provisions of sections 18 to 25 of chapter 30A and the Attorney General's implementing regulations shall otherwise remain unchanged and fully applicable to the activities of public bodies.

This Order is effective immediately and shall remain in effect until rescinded or until the State of Emergency is terminated, whichever happens first.

Given in Boston at 6:40 PM this 12th day of
March, two thousand and twenty.

A handwritten signature in dark ink, appearing to read "Charles D. Baker". The signature is written in a cursive style with a horizontal line underneath it.

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts



Town of Arlington Notice of Meeting

In accordance with the provisions of Massachusetts General Laws,
Chapter 39, Section 23B, notice is hereby given of a meeting of the:

Finance Committee

Monday, June 1, 2020

7:30 p.m. – 10:00 p.m.

Conducted by Remote Participation - Zoom Meeting

AGENDA:

- **Review, discuss and vote on proposed changes on the Town and School Budgets.**
- **Review of Warrant Articles.**

Allan Tosti has invited you to a Zoom Meeting

Topic: Finance Committee June 1

Time: Jun 1, 2020 07:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84144390724>

Meeting ID: 841 4439 0724

One tap mobile

+16465588656,,84144390724# US (New York)

+13017158592,,84144390724# US (Germantown)

Dial by your location

+1 646 558 8656 US (New York)

Members of the public are asked to send written comments to ediggins@town.arlington.ma.us

Documents regarding agenda items will be made available via the Town's website.

<https://www.mass.gov/doc/open-meeting-law-order-march-12-2020/download>

By Allan Tosti, Chairman Finance Committee

Reducing FY21 Budget increase by 10% (\$460,000)

Description	FY20 SC Budget	SC Proposed Budget	Proposed Changes Reductions	Reductions and Layoffs	Reduced FY21 Budget	FTE Reduction
01 - Administrative Salaries	5,238,478.00	5,613,618.00	(52,500.00)	0.00	5,561,118.00	(0.5)
02 - Teacher Salaries and other Professional Salaries	40,817,729.00	43,435,321.00	(402,500.00)	0.00	43,032,821.00	(6.5)
03 - Non-Professional Salaries	4,841,569.00	5,596,199.00	0.00	0.00	5,596,199.00	0.0
04 - Clerical Salaries	2,168,574.00	2,186,826.00	0.00	0.00	2,186,826.00	0.0
05 - Other Salaries	5,729,689.00	6,327,070.00	0.00	0.00	6,327,070.00	0.0
06 - Stipends	302,112.00	302,112.00	0.00	0.00	302,112.00	0.0
07 - Services and Supplies	1,164,139.00	1,217,964.00	0.00	0.00	1,217,964.00	0.0
08 - Professional Development	337,978.00	337,638.00	0.00	0.00	337,638.00	0.0
09 - Utilities	1,082,155.00	1,440,823.00	0.00	0.00	1,440,823.00	0.0
10 - Contracted Services	1,014,843.00	1,046,362.00	0.00	0.00	1,046,362.00	0.0
11 - Other Expenses	1,639,844.00	1,724,651.00	(5,000.00)	0.00	1,719,651.00	0.0
12 - OOD Tuition & Transportation	7,090,029.00	6,806,947.00	0.00	0.00	6,806,947.00	0.0
Grand Total	71,427,139.00	76,035,531.00	(460,000.00)	0.00	75,575,531.00	(7.0)

A FY21 budget that has a reduction of 10% of the original budget increase (\$460,000) for the Arlington Public School would require the district to make reductions to just the proposed additions to address student enrollment growth and achievement gap. The following reductions will be made with this plan:

- All positions that are listed on the FY21 proposed changes in budget (Attachment B), except those that are considered a need. Please refer to the proposed changes to see list of positions that were going to be added to the Arlington Public Schools budget to address enrollment growth and closing the achievement gap.
- 6.5 FTE for Teachers and other professional staff. Other professional staff would include positions such as coaches, social workers, counselors, psychologists, interventionists, and other direct and indirect student support positions not indicated. These reductions would happen at all grade levels. Reduction of teaching staff will lead to increase class sizes which would mean students would not get the individualized care that they need or have become accustomed to. Reduction of teaching staff could mean a reduced offering of electives at Arlington High School or the removal of programs at the elementary or middle school levels. The reductions of professional support staff could affect the specialized services for students and/or reduce resources allocated to improve student climate and achievement gap at all levels.
- 0.5 FTE for administrative personnel. The last few years the district's growth has seen additional administrative support and management necessary such as the addition of Assistant Principals at the elementary schools. This plan would not allow the district to add 1 of 2 elementary assistant principal (0.5 FTE each) in the FY21.

Level Funded Budget for FY21

Description	FY20 SC Budget	SC Proposed Budget	Proposed Changes Reductions	Reductions and Layoffs	Level Funded FY21 Budget	FTE Reduction
01 - Administrative Salaries	5,238,478.00	5,613,618.00	(105,000.00)	(109,888.58)	5,398,729.42	(2.0)
02 - Teacher Salaries and other Professional Salaries	40,817,729.00	43,435,321.00	(1,275,090.00)	(1,785,187.99)	40,375,043.01	(45.4)
03 - Non-Professional Salaries	4,841,569.00	5,596,199.00	(175,000.00)	(305,198.02)	5,116,000.98	(12.4)
04 - Clerical Salaries	2,168,574.00	2,186,826.00	0.00	(64,865.70)	2,121,960.30	(1.1)
05 - Other Salaries	5,729,689.00	6,327,070.00	(95,000.00)	(92,863.32)	6,139,206.68	(2.0)
06 - Stipends	302,112.00	302,112.00	0.00	(3,050.74)	299,061.26	0.0
07 - Services and Supplies	1,164,139.00	1,217,964.00	(148,000.00)	(117,696.04)	952,267.96	0.0
08 - Professional Development	337,978.00	337,638.00	0.00	(37,140.18)	300,497.82	0.0
09 - Utilities	1,082,155.00	1,440,823.00	0.00	0.00	1,440,823.00	0.0
10 - Contracted Services	1,014,843.00	1,046,362.00	0.00	(115,099.82)	931,262.18	0.0
11 - Other Expenses	1,639,844.00	1,719,651.00	0.00	(174,311.61)	1,545,339.39	0.0
12 - OOD Tuition & Transportation	7,090,029.00	6,806,947.00	0.00	0.00	6,806,947.00	0.0
Grand Total	71,427,139.00	76,030,531.00	(1,798,090.00)	(2,805,302.00)	71,427,139.00	(62.9)

A level funded budget would require the district to make reductions in order to cover for increases that the district is obligated to cover. The reductions would be as follows and have the following impacts to education in Arlington Public Schools.

- All positions that are listed on the FY21 proposed changes in budget (Attachment C), except those that are considered a need. Please refer to the proposed changes to see list of positions that were going to be added to the Arlington Public Schools budget to address enrollment growth and closing the achievement gap.
- 45.4 FTE for Teachers and other professional staff. Other professional staff would include positions such as coaches, social workers, counselors, psychologists, interventionists, and other direct and indirect student support positions not indicated. These reductions would happen at all grade levels. Reduction of teaching staff will lead to increase class sizes which would mean students would not get the individualized care that they need or have become accustomed to. Reduction of teaching staff could mean a reduced offering of electives at Arlington High School or the removal of programs at the elementary or middle school levels. The reductions of professional support staff could affect the specialized services for students and/or reduce resources allocated to improve student climate and achievement gap at all levels.
- 12.4 FTE for non-professional staff such as Paraprofessionals/Teaching Aids. This staff would include staff supporting teachers in the classroom due to high classroom sizes or for staff that provide support to students district wide such as personnel in the school libraries.
- 2.0 FTE for administrative personnel. The last few years the district's growth has seen additional administrative support and management necessary. Currently, with the transition to remote learning administrative personnel has been key as the workload have increased. Positions in this category include department heads, principals and assistant principals.
- 3.1 FTE in Clerical and other salaried positions that provide support to educators and provide indirect services to the students of Arlington Public Schools.

- Instructional supply, equipment and other school spending will be decreased by 10% to be able to cover other increases and reduce the amount of personnel reductions required. However, with the additional need of technology (software or hardware) this may require deep reductions in instructional budgets. This will be substantial issue if school is reopened for in-person learning at any capacity in FY21.

Proposed Changes in the FY21 Budget

<----- School Committee Original Proposed Budget Additions -----> <-- Reductions for 10% Reduction in Increase -->

Description	FTE	Unit Cost	Amount		Adjusted	Variance	FTE Reduction
Early Childhood Changes for FY21 Budget							
1 Facility and Utilities Expenses for Parmenter	0.0	-	140,000	Y	135,000	(5,000)	0.0
2 Custodian at Parmenter	1.0	40,000	40,000	Y	40,000	-	0.0
Early Childhood Increase	1.0		180,000		175,000	(5,000)	0.0
Elementary Changes for FY21 Budget							
3 Increase Occupational Therapist to Full Time	0.5	65,000	32,500	Y	32,500	-	0.0
4 Elementary Math Coach	0.5	65,000	32,500	Y	32,500	-	0.0
5 Math Interventionst	0.7	65,000	45,500	Y	45,500	-	0.0
6 Assistant Principals	1.0	105,000	105,000	Y	52,500	(52,500)	-0.5
7 ELL Teacher	1.0	65,000	65,000	Y	65,000	-	0.0
8 Team Chair	0.5	68,180	34,090	Y	34,090	-	0.0
9 Reading Teachers	2.1	65,000	136,500	Y	136,500	-	0.0
Elementary Increase	6.3		451,090		398,590	(52,500)	-0.5
Middle School Changes for FY21 Budget							
10 Add a Half 7th Grade Learning Community	2.0	65,000	130,000	N	-	(130,000)	-2.0
11 Special Education Teacher	1.0	65,000	65,000	Y	65,000	-	0.0
12 Ottoson Spanish Teacher	0.2	65,000	13,000	Y	13,000	-	0.0
13 Ottoson Math Support	0.2	65,000	13,000	Y	13,000	-	0.0
14 Gibbs Math Support	0.2	65,000	13,000	Y	13,000	-	0.0
15 Gibbs Spanish Teacher	0.3	65,000	19,500	Y	19,500	-	0.0
16 Gibbs Physical Education Teacher	0.2	65,000	13,000	Y	13,000	-	0.0
Middle School Increase	4.1		266,500		136,500	(130,000)	-2.0
High School Changes for FY21 Budget							
17 Teachers and support level staff	2.6	65,000	169,000	Y	104,000	(65,000)	-1.0
18 Special Education Teacher	1.0	65,000	65,000	Y	65,000	-	0.0
19 ELL Teacher	0.4	65,000	26,000	Y	26,000	-	0.0
High School Increase	4.0		260,000	-	195,000	(65,000)	-1.0
Other District Wide Changes for FY21 Budget							
20 Reserve Teaching Positions	3.0	65,000	195,000	Y	65,000	(130,000)	-2.0
21 SEL Support	1.0	65,000	65,000	Y	65,000	-	0.0
22 Library Media Specialist (Technology)	1.0	65,000	65,000	Y	65,000	-	0.0
23 Physical Therapy Assistant	1.0	40,000	40,000	N	-	(40,000)	-1.0
24 BCBA	0.5	75,000	37,500	N	-	(37,500)	-0.5
25 Bus Driver to transport Special Education Students	1.0	55,000	55,000	Y	55,000	-	0.0
26 Increase BSP's for Special Education Programs	0.0	-	175,000	Y	175,000	-	0.0
27 Increase Utilities Budget (Electricity and Gas)	0.0	-	317,077	Y	317,077	-	0.0
28 Dedicated Art Supplies Budget	0.0	-	44,000	Y	44,000	-	0.0
29 Dedicated Music - Performing Arts Supplies Budget	0.0	-	44,000	Y	44,000	-	0.0
30 Contractual/Salary Increases	0.0	-	2,631,307	Y	2,631,307	-	0.0
31 Instructional Supplies and Other Fixed Costs	0.0	-	60,000	Y	60,000	-	0.0
32 Increase Library Books and Supplies	0.0	-	-	Y	-	-	0.0
33 Reduction of Out of District Tuition	0.0	-	(283,082)	Y	(283,082)	-	0.0
District Wide Net Increase	7.5		3,445,802		3,238,302	(207,500)	-3.5
Net Increase for FY21 Budget	22.9		4,603,392		4,143,392	(460,000)	-7.0

Proposed Changes in the FY21 Budget

<----- School Committee Original Proposed Budget Additions -----> <- Reductions for level funded budget. ->

Description		FTE	Unit Cost	Amount	Adjusted	Variance	FTE Reduction
Early Childhood Changes for FY21 Budget							
1	Facility and Utilities Expenses for Parmenter	0.0	-	135,000	135,000	-	0.0
2	Custodian at Parmenter	1.0	40,000	40,000	-	(40,000)	-1.0
	Early Childhood Increase	1.0		175,000	135,000	(40,000)	-1.0
Elementary Changes for FY21 Budget							
3	Increase Occupational Therapist to Full Time	0.5	65,000	32,500	-	(32,500)	-0.5
4	Elementary Math Coach	0.5	65,000	32,500	-	(32,500)	-0.5
5	Math Interventionst	0.7	65,000	45,500	-	(45,500)	-0.7
6	Assistant Principals	1.0	105,000	105,000	-	(105,000)	-1.0
7	ELL Teacher	1.0	65,000	65,000	-	(65,000)	-1.0
8	Team Chair	0.5	68,180	34,090	-	(34,090)	-0.5
9	Reading Teachers	2.1	65,000	136,500	-	(136,500)	-2.1
	Elementary Increase	6.3		451,090	-	(451,090)	-6.3
Middle School Changes for FY21 Budget							
10	Add a Half 7th Grade Learning Community	2.0	65,000	130,000	-	(130,000)	-2.0
11	Special Education Teacher	1.0	65,000	65,000	-	(65,000)	-1.0
12	Ottoson Spanish Teacher	0.2	65,000	13,000	-	(13,000)	-0.2
13	Ottoson Math Support	0.2	65,000	13,000	-	(13,000)	-0.2
14	Gibbs Math Support	0.2	65,000	13,000	-	(13,000)	-0.2
15	Gibbs Spanish Teacher	0.3	65,000	19,500	-	(19,500)	-0.3
16	Gibbs Physical Education Teacher	0.2	65,000	13,000	-	(13,000)	-0.2
	Middle School Increase	4.1		266,500	-	(266,500)	-4.1
High School Changes for FY21 Budget							
17	Teachers and support level staff	2.6	65,000	169,000	-	(169,000)	-2.6
18	Special Education Teacher	1.0	65,000	65,000	-	(65,000)	-1.0
19	ELL Teacher	0.4	65,000	26,000	-	(26,000)	-0.4
	High School Increase	4.0		260,000	-	(260,000)	-4.0
Other District Wide Changes for FY21 Budget							
20	Reserve Teaching Positions	3.0	65,000	195,000	-	(195,000)	-3.0
21	SEL Support	1.0	65,000	65,000	-	(65,000)	-1.0
22	Library Media Specialist	1.0	65,000	65,000	-	(65,000)	-1.0
23	Physical Therapy Assistant	1.0	40,000	40,000	-	(40,000)	-1.0
24	BCBA	0.5	75,000	37,500	-	(37,500)	-0.5
25	Bus Driver to transport Special Education Students	1.0	55,000	55,000	-	(55,000)	-1.0
26	Increase BSP's for Special Education Programs	0.0	-	175,000	-	(175,000)	0.0
27	Increase Utilities Budget (Electricity and Gas)	0.0	-	317,077	317,077	-	0.0
28	Dedicated Art Supplies Budget	0.0	-	44,000	-	(44,000)	0.0
29	Dedicated Music - Performing Arts Supplies Budget	0.0	-	44,000	-	(44,000)	0.0
30	Contractual/Salary Increases	0.0	-	2,631,307	-	-	0.0
31	Instructional Supplies and Other Fixed Costs	0.0	-	60,000	-	(60,000)	0.0
32	Increase Library Books and Supplies	0.0	-	-	-	-	0.0
33	Reduction of Out of District Tuition	0.0	-	(283,082)	(283,082)	-	0.0
	District Wide Net Increase	7.5		3,445,802	33,995	(780,500)	-7.5
Net Increase for FY21 Budget		22.9		4,598,392	168,995	(1,798,090)	-22.9

1. Baseline with spending cuts.

What If Summary Page.							
	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenue	161,278,001	171,938,647	179,445,344	184,466,624	191,291,896	197,088,179	188,933,729
Expenses	161,278,001	171,938,647	179,445,344	184,466,624	191,291,896	199,768,411	209,183,288
Balance: Surplus or (Deficit)	0	0	0	0	0	(2,680,232)	(20,249,559)
Stabilization Fund Balance	21,224,443	26,293,049	27,973,435	22,393,617	12,093,605	0	0
Stabilization Fund (Use) or Deposit	(2,786,331)	5,068,606	1,680,386	(5,579,818)	(10,300,012)	0	0

2. Level Funded State Aid

	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenue	161,278,001	171,938,647	177,764,958	184,443,509	191,268,557	187,897,448	186,567,578
Expenses	161,278,001	171,938,647	177,764,958	184,443,509	191,268,557	199,744,844	209,159,491
Balance: Surplus or (Deficit)	0	0	0	0	0	(11,847,396)	(22,591,913)
Stabilization Fund Balance	21,224,443	26,293,049	25,697,801	17,843,172	5,246,057	0	0
Stabilization Fund (Use) or Deposit	(2,786,331)	5,068,606	(595,248)	(7,854,629)	(12,597,115)	0	0

3. 10% cut in Governor's State Aid

	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenue	161,278,001	171,938,647	177,764,958	184,435,664	191,260,692	187,101,056	186,359,523
Expenses	161,278,001	171,938,647	177,764,958	184,435,664	191,260,692	199,736,959	209,151,586
Balance: Surplus or (Deficit)	0	0	0	0	0	(12,635,903)	(22,792,062)
Stabilization Fund Balance	21,224,443	26,293,049	25,497,753	17,448,949	4,655,687	0	0
Stabilization Fund (Use) or Deposit	(2,786,331)	5,068,606	(795,296)	(8,048,804)	(12,793,261)	0	0

4. 15% cut in Governor's State Aid

	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenue	161,278,001	171,938,647	177,764,958	184,420,184	191,245,089	182,107,495	185,072,420
Expenses	161,278,001	171,938,647	177,764,958	184,420,184	191,245,089	199,721,233	209,135,735
Balance: Surplus or (Deficit)	0	0	0	0	0	(17,613,737)	(24,063,314)
Stabilization Fund Balance	21,224,443	26,293,049	24,259,912	14,976,615	936,730	0	0
Stabilization Fund (Use) or Deposit	(2,786,331)	5,068,606	(2,033,137)	(9,283,297)	(14,039,885)	0	0

5. 20 cut in Governor's State Aid

	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Revenue	161,278,001	171,938,647	177,764,958	184,404,704	188,447,258	179,896,163	183,785,319
Expenses	161,278,001	171,938,647	177,764,958	184,404,704	191,229,486	199,705,506	209,119,883
Balance: Surplus or (Deficit)	0	0	0	0	(2,782,229)	(19,809,344)	(25,334,565)
Stabilization Fund Balance	21,224,443	26,293,049	23,022,071	12,504,280	0	0	0
Stabilization Fund (Use) or Deposit	(2,786,331)	5,068,606	(3,270,978)	(10,517,791)	0	0	0

Town FY21 budget growth is \$1,200,397. At an average position costing \$55,204 + \$10,857 = \$66,061 salary and health insurance combined, a level funded budget would mean cutting 18 positions. This does not include any additional costs for unemployment or other related costs.

Town cuts

New positions:

Engineering – Permits clerk

DPW – Systems innovations manager

Library – 0.5 admin clerk

Manager's – 0.5 FTE public records clerk

Police – Second School Resource Officer

Warrant Articles

5,000 Arts and Culture

10,000 water bodies

7,500 harry barber

5,000 town day

100,000 stab fund

170,000 reserve fund

no action override stab fund

Schools \$460,000